Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN107: Grant Writing & Proposal Development
Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen… while you focus on building your skills for service, leadership, and career growth.

Course Description

Learn how to research funding opportunities, write clear and compelling grant proposals, and develop supporting documents that strengthen your chances of receiving funding. This course provides practical tools for proposal writing, project planning, budgeting, and communicating your mission with clarity and confidence.

What You Will Learn

By the end of this course, students will be able to:

- Understand the purpose and structure of grant proposals
- Research grant opportunities and funding sources
- Write clear, persuasive narratives that align with funder priorities
- Develop goals, objectives, and measurable outcomes
- Create simple budgets and supporting documents
- Follow submission guidelines and deadlines
- Evaluate grant opportunities for organizational fit

Course Materials

This course uses the textbook:
Grant Writing For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

Included in Your Course Package

• CN107 Syllabus Checklist
• CN107 Practicum Resume Portfolio Guide
• CN107 Final Exam (with stamped return envelope)
• Textbook and Resume Portfolio Notebook mailed directly from Amazon
• Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Researching a grant opportunity
- Drafting a grant proposal narrative
- Creating goals, objectives, and outcomes
- Developing a simple project budget
- Writing a needs statement
- Preparing supporting documents
- Completing a grant proposal summary

Final Exam

The CN107 exam includes:

• Multiple-choice questions
• Short-answer questions
• Scenario-based application

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

149.00 USD – Individual Course
Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

How to Enroll

Step 1: Download the Application
Visit the church college website to download the official application form.
Your application must be completed and received before your textbook and course materials will be delivered.

Step 2: Review the Full Catalog
The complete College Catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office. If you email your application, include **"Application"** in the subject line.

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

Step 4: Purchase Your Course
Click here to purchase CN107 through Shopify, our secure online store.
Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.